



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

PHILIP L. BROWNING
Director

BRANDON NICHOLS
Chief Deputy Director

Board of Supervisors

HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

May 24, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Philip L. Browning
Director

**SENECA FAMILY OF AGENCIES FOSTER FAMILY AGENCY FISCAL COMPLIANCE ASSESSMENT
AND CONTRACT COMPLIANCE REVIEW**

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Fiscal Compliance Assessment and a Contract Compliance Review of Seneca Family of Agencies Foster Family Agency (the FFA) in January 2016. The FFA has two offices, one located in Orange County, and one located in San Bernardino County and provides services to the County of Los Angeles DCFS placed children and children from other counties. According to the FFA's Program Statement, its stated purpose is "to provide adoption, guardianship, or emancipation from foster care with connection to one or more adults."

At the time of the review, the FFA supervised 30 DCFS placed children in 18 Certified Foster Homes (CFHs). The placed children's average length of placement was 19 months and their average age was 6.

SUMMARY

CAD conducted a Fiscal Compliance Assessment which included an agency-wide review of the FFA's financial records: such as financial statements, bank statements, check register, and personnel files to determine their compliance with the terms, conditions and requirements of the Foster Family Agency Contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State and County regulations and guidelines.

The FFA was in full compliance with all areas of the Fiscal Compliance Assessment: Financial Overview; Loans, Advances and Investments; Board of Directors and Business Influence; Cash/Expenditures; and Payroll and Personnel.

During CAD's Contract Compliance Review, the interviewed children generally reported: feeling safe at the FFA CFHs, having been provided with good care and appropriate services, being comfortable in their placement environment, and treated with respect and dignity. The Certified Foster Parents (CFPs)

"To Enrich Lives Through Effective and Caring Service"

reported that they were supported by the FFA staff in their efforts to provide care, supervision, and service delivery to the children placed in their homes.

The FFA was in full compliance with 8 of 11 areas of CAD's Contract Compliance Review: Facility and Environment; Education and Workforce Readiness; Health and Medical Needs; Psychotropic Medication; Personal Rights and Social/Emotional Well-Being; Personal Needs/Survival and Economic Well-Being; Discharged Children; and Personnel Records.

CAD noted deficiencies in the areas of: Licensure/Contract Requirements, related to a Community Care Licensing (CCL) citation; Certified Foster Homes, related to expired cardiopulmonary resuscitation (CPR) First Aid certificates for CFPs; and Maintenance of Required Documentation and Service Delivery, related to the FFA not obtaining the DCFS Children's Social Worker's (CSW's) authorization to implement the Needs and Services Plans (NSPs).

Attached are the details of CAD's review.

REVIEW OF REPORT

On February 22, 2016, Matthew St. John, DCFS CAD, and Mary Espinoza, DCFS Out-of-Home Care Management Division (OHCMD), held an exit conference with the FFA representatives: Sherie Dechter, Program Director, and Kimberly Nguyen, Senior Health Information Specialist. On March 15, 2015, Yvonne Kang, DCFS CAD, held a Fiscal exit conference with the FFA representative, Brian Shillcock, Assistant Director of Finance. There were no fiscal findings. The FFA's representatives agreed with the review findings and recommendations; were receptive to implementing systemic changes to improve the FFA's compliance with regulatory standards; and agreed to address the noted deficiencies in a Corrective Action Plan (CAP).

A copy of this compliance report has been sent to the Auditor-Controller and CCL.

The FFA provided the attached approved Compliance CAP, addressing the recommendations noted in this Compliance report. OHCMD provided technical assistance to the FFA on February 22, 2016, to assist in the implementation of their new protocol.

If you have any questions, your staff may contact me or Aldo Marin, Board Relations Manager, at (213) 351-5530.

PLB:KR:LTI:ms

Attachments

c: Sachi A. Hamai, Chief Executive Officer
John Naimo, Auditor-Controller
Public Information Office
Audit Committee
Katherine West, Executive Director and Chief Operating Officer, Seneca Family of Agencies
Lenora Scott, Regional Manager, Community Care Licensing Division
Lajuannah Hills, Regional Manager, Community Care Licensing Division

**SENECA FAMILY OF AGENCIES FOSTER FAMILY AGENCY
FISCAL COMPLIANCE ASSESSMENT REVIEW
FISCAL YEAR 2015-2016**

SCOPE OF REVIEW

The Fiscal Compliance Assessment included a review of Seneca Family of Agencies Foster Family Agency's (the FFA's) financial records for the period of July 1, 2014 through December 31, 2015. The Contracts Administration Division (CAD) reviewed financial records such as financial statements, bank statements, check register, and personnel files to determine the FFA's compliance with the terms, conditions and requirements of the Foster Family Agency Contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal State and County regulations and guidelines.

The on-site Fiscal Compliance Assessment review focused on 5 key areas of internal controls:

- Financial Overview,
- Loans, Advances and Investments,
- Board of Directors and Business Influence,
- Cash/Expenditures, and
- Payroll and Personnel.

The FFA was in full compliance with all areas of the Fiscal Compliance Assessment: Financial Overview; Loans, Advances and Investments; Board of Directors and Business Influence; Cash/Expenditures; and Payroll and Personnel.

FISCAL COMPLIANCE

No deficiencies noted.

PRIOR YEAR FISCAL COMPLIANCE ASSESSMENT FOLLOW-UP

CAD conducted a Fiscal Compliance Assessment of the FFA in Fiscal Year (FY) 2014-2015. The assessment resulted in two recommendations. CAD verified that the FFA implemented both recommendations.

NEXT FISCAL COMPLIANCE ASSESSMENT

The next Fiscal Compliance Assessment of the FFA will be conducted in the County FY 2016-2017.

**SENECA FAMILY OF AGENCIES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE REVIEW SUMMARY**

**233 South Quintana Drive
Anaheim Hills, CA, 92807**

**414 Tennessee Street, Suite Y
Redlands, CA 92373**

License Number: 306004366

License Number: 366424299

	Contract Compliance Review	Findings: January 2016
I	<u>Licensure/Contract Requirements</u> (7 Elements) <ol style="list-style-type: none"> 1. Timely Notification for Child's Relocation 2. Timely, Cross-Reported SIRs 3. Runaway Procedures in Accordance with the Contract 4. Are there CCL Citations/OHCMD Safety Reports 5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training 6. FFA Pays Certified Foster Parents (CFP) Whole Foster Family Home Payments 7. FFA Conducts an Assessment of CFP Prior to Placement of Two (2) or More Children 	<ol style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Improvement Needed 5. Full Compliance 6. Full Compliance 7. Full Compliance
II	<u>Certified Foster Homes</u> (12 Elements) <ol style="list-style-type: none"> 1. Home Study and Safety Inspection Conducted Prior to Certification 2. Agency's Inquiry with OHCMD for Historical Information Prior to Certification 3. Timely Criminal Clearances Federal Bureau of Investigation (FBI) California Department of Justice (DOJ), Child Abuse Central Index (CACI) Prior to Certification 4. Timely, Completed, Signed Criminal Background Statement 5. Health Screening & TB Test Prior to Certification 6. All Required Training Prior to Certification 7. Certificate of Approval on File/Including Capacity 8. Safety Inspection Completed At Least Every Six Months or Per Approved Program Statement 9. Completed Annual Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates 10. Current Driver's License/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers 11. Criminal Clearances and Health Screening/CDL/CPR/FBI/DOJ/CACI/Auto Insurance for Other Adults in the Home 12. FFA Assists CFPs in Providing Transportation Needs 	<ol style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Improvement needed 10. Full Compliance 11. Full Compliance 12. Full Compliance

SENECA FAMILY OF AGENCIES FOSTER FAMILY AGENCY CONTRACT COMPLIANCE
 REVIEW
 PAGE 2

III	<u>Facility and Environment</u> (7 Elements) <ol style="list-style-type: none"> 1. Exterior/Grounds Well Maintained 2. Common Areas Well Maintained 3. Children's Bedrooms/Interior Well Maintained 4. Sufficient and Appropriate Educational Resources 5. Adequate Perishable and Non-Perishable Food 6. CFP Conducted Disaster Drills and Documentation Maintained 7. Money and Clothing Allowance Logs Maintained 	Full Compliance (All)
IV	<u>Maintenance of Required Documentation and Service Delivery</u> (10 Elements) <ol style="list-style-type: none"> 1. FFA Obtains or Documents Efforts to Obtain DCFS Children's Social Worker's (CSW's) Authorization to Implement NSPs 2. CFPs Participated in the Development of the NSPs 3. Children Progressing Towards Meeting NSP Goals 4. FFA Social Workers Develop Timely, Comprehensive Initial NSP with Child's Participation 5. FFA Social Workers Develop Timely, Comprehensive, Updated NSPs with Child's Participation 6. Therapeutic Services Received 7. Recommended Assessments/Evaluations Implemented 8. DCFS Children's Social Worker's Monthly Contacts Documented in Child's Case File 9. FFA Social Workers Develop Timely, Comprehensive Quarterly Reports 10. FFA Social Workers Conduct Required Visits 	<ol style="list-style-type: none"> 1. Improvement Needed 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance
V	<u>Education and Workforce Readiness</u> (5 Elements) <ol style="list-style-type: none"> 1. Children Enrolled in School Within Three School Days 2. Children Attend School as Required and FFA Facilitates in Meeting Children's Educational Goals 3. Current Children's Report Cards/Progress Reports Maintained 4. Children's Academic Performance and/or Attendance Increased 5. FFA Facilitates Child's Participation in YDS or Equivalent Services and Vocational Programs 	Full Compliance (All)

SENECA FAMILY OF AGENCIES FOSTER FAMILY AGENCY CONTRACT COMPLIANCE
 REVIEW
 PAGE 3

VI	<u>Health and Medical Needs</u> (4 Elements) <ol style="list-style-type: none"> 1. Initial Medical Exams Conducted Timely 2. Follow-Up Medical Exams Conducted Timely 3. Initial Dental Exams Conducted Timely 4. Follow-Up Dental Exams Conducted Timely 	Full Compliance (All)
VII	<u>Psychotropic Medication</u> (2 Elements) <ol style="list-style-type: none"> 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review 	Full Compliance (All)
VIII	<u>Personal Rights and Social/Emotional Well-Being</u> (10 Elements) <ol style="list-style-type: none"> 1. Children Informed of Agency's Policies and Procedures 2. Children Feel Safe in the CFP Home 3. CFPs' Efforts to Provide Nutritious Meals and Snacks 4. CFPs Treat Children with Respect and Dignity 5. Children Allowed Private Visits, Calls and to Receive Correspondence 6. Children Free to Attend or Not Attend Religious Services/Activities of Their Choice 7. Children's Chores are Reasonable 8. Children Informed About Their Medication and Right to Refuse Medication 9. Children Aware of Right to Refuse or Receive Medical, Dental and Psychiatric Care 10. Children Given Opportunities to Participate in Extracurricular Activities, Enrichment and Social Activities 	Full Compliance (All)
IX	<u>Personal Needs/Survival and Economic Well-Being</u> (7 Elements) <ol style="list-style-type: none"> 1. Clothing Allowance Provided in Accordance with FFA Program Statement 2. Ongoing Clothing Inventories of Adequate Quantity and Quality 3. Children Involved in the Selection of Their Clothing 4. Provision of Sufficient Supply of Clean Towels and Personal Care Items Meeting Ethnic Needs 5. Minimum Weekly Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement and Assistance with a Life Book or Photo Album 	Full Compliance (All)

SENECA FAMILY OF AGENCIES FOSTER FAMILY AGENCY CONTRACT COMPLIANCE
REVIEW
PAGE 4

X	<u>Discharged Children</u> (3 Elements) <ol style="list-style-type: none">1. Completed Discharge Summary2. Attempts to Stabilize Children's Placement3. Child Completed High School (if applicable)	Full Compliance (All)
XI	<u>Personnel Records</u> (9 Elements) <ol style="list-style-type: none">1. Criminal Clearances (FBI, DOJ, CACI) Signed and Submitted Timely2. Timely, Completed, Signed Criminal Background Statement3. FFA Social Workers Met Education/Experience Requirements4. Timely Employee Health Screening/TB Clearances5. Valid Driver's License and Auto Insurance6. FFA Employees Signed Copies of FFA Policies and Procedures7. FFA Employees Completed All Required Training and Documentation Maintained8. FFA Social Workers Have Appropriate Caseload Ratio9. FFA Maintained Written Declarations for Part-Time Contracted FFA Social Workers Caseloads Not to Exceed a Total of 15 Children	Full Compliance (All)

**SENECA FAMILY OF AGENCIES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE REVIEW
FISCAL YEAR 2015-2016**

SCOPE OF REVIEW

The following report is based on a "point in time" review. This compliance report addresses findings noted during the January 2016 review. The purpose of this review was to assess Seneca Family of Agencies Foster Family Agency's (the FFA's) compliance with the County Contract and State regulations and included a review of the FFA's Program Statement, as well as administrative internal policies and procedures. The compliance review covered the following 11 areas:

- Licensure/Contract Requirements,
- Certified Foster Homes,
- Facility and Environment,
- Maintenance of Required Documentation and Service Delivery,
- Education and Workforce Readiness,
- Health and Medical Needs,
- Psychotropic Medication,
- Personal Rights and Social/Emotional Well-Being,
- Personal Needs/Survival and Economic Well-Being,
- Discharged Children, and
- Personnel Records.

For purposes of this review, 6 placed children were selected for the sample. The Contracts Administration Division (CAD) interviewed 2 of 6 children, as 3 children were too young to be interviewed, and one 4-year-old child had a significant speech impediment. During the home visits, the children were observed to be comfortable and well cared for in the Certified Foster Homes (CFHs) and their Certified Foster Parents (CFPs) were observed to be responsive to the children's needs. CAD reviewed 6 case files to assess the level of care and services the children received. Additionally, 4 discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, 1 placed child was prescribed psychotropic medication. The child's case file was reviewed to assess for timeliness of Psychotropic Medication Authorizations and required documentation of psychiatric monitoring.

CAD reviewed 5 CFP files and 5 staff files for compliance with Title 22 Regulations and County contract requirements. Site visits were conducted to the FFA and the CFHs to assess the quality of care and supervision provided to the placed children.

CONTRACTUAL COMPLIANCE

CAD found the following 3 areas out of compliance:

Licensure/Contract Requirements

- Community Care Licensing (CCL) citation.

SENECA FAMILY OF AGENCIES FOSTER FAMILY AGENCY CONTRACT COMPLIANCE
REVIEW
PAGE 2

CCL cited the FFA for a Personal Rights Violation on October 29, 2015. This was in response to a complaint received by CCL on August 21, 2015. CCL requested a Plan of Correction (POC). The CFPs were requested to complete an eight-week course specializing in children who experience trauma and its effect on the brain. CCL cleared the required POC on November 5, 2015. An investigation was completed by a Department of Children and Family Services (DCFS) Emergency Response (ER) Children's Social Worker (CSW) and allegations of physical abuse and general neglect were unfounded.

Recommendation:

The FFA's management shall ensure that:

1. The FFA is in compliance with Title 22 Regulations and free of CCL citations.

Certified Foster Homes

- Current cardiopulmonary resuscitation (CPR) First-Aid certificates were not obtained.

The CPR/First-Aid certificates for CFPs in one CFH expired in October 2015. CAD immediately notified the FFA and the CFPs were recertified on January 15, 2016.

Recommendation:

The FFA's management shall ensure that:

2. Current CPR/First-Aid certificates are maintained for CFPs.

Maintenance of Required Documentation and Service Delivery

- The FFA did not obtain the DCFS CSW's authorization to implement Needs and Services Plans (NSPs).

Two of 24 NSPs reviewed were not authorized by the DCFS CSW. The efforts listed to obtain the DCFS CSW's signatures on the NSPs were not within the mandated timeframe of 3 attempts within 5 days. The FFA's documented attempts ranged from a week to a month apart.

Recommendation:

The FFA's management shall ensure that:

3. The FFA obtains or documents efforts to obtain DCFS CSW's authorization to implement NSPs.

PRIOR YEAR FOLLOW-UP FROM DCFS CAD'S FFA CONTRACT COMPLIANCE REVIEW

CAD's last compliance report dated March 22, 2016, identified 5 recommendations.

Results:

Based on CAD's follow up, the FFA implemented all recommendations for which they were to ensure that:

- All Special Incident Reports (SIRs) are submitted timely and appropriately cross-reported in accordance with the SIR reporting guidelines for FFAs.
- Safety inspections of all CFHs are completed at least every 6 months.
- FFA social workers develop timely, Initial NSPs with the child's participation.
- FFA social workers develop timely, Updated NSPs with the child's participation.
- FFA social workers develop timely, comprehensive quarterly reports.

At the exit conference, the FFA representatives stated their desire to remain in compliance with Title 22 Regulations and contractual requirements and reiterated that the FFA will implement procedures to strive towards greater compliance. The FFA will continue to consult with the Out-of-Home Care Management Division for additional support and technical assistance and CAD will assess implementation of the recommendations during the next review.



Permanence • Education • Mental Health • Innovation

March 16, 2016

Matthew St John
Contract Administration Division
Contract Compliance

Dear Mr. St John:

Please find below the (CAP) corrective action plan you requested regarding the following items:

4. Is the agency free of substantiated Community Care Licensing complaints reports on safety and physical plant deficiencies since the last review: (SAFETY):

CCL Licensing report 22-CR-20150821153055 indicated that one of Seneca's CFPs were cited for a Substantiated "personal rights" violation for using inappropriate discipline techniques with one of the minors in their home. The complaint was cleared by CCL on October 29, 2015. The CFP was witnessed by Seneca's Therapeutic Behavioral Coach to be utilizing inappropriate discipline with a foster child in the home.

Seneca responded to this situation by working with the CFP's to help to educate them regarding appropriate discipline techniques in the following way:

- The CFPs were retrained on CCL discipline rules and regulations for 2 hours in their home by Seneca.
- The CFPs completed an eight week, 30 hour training course that addresses parenting children from foster care entitled, "Pathways to Parenthood" offered by the mental health clinic at Seneca.
- The Family is receiving Therapy and Therapeutic Behavioral Services through Seneca's mental health clinic to address issues of trauma and attachment.

This issue is resolved for these CFPs and they are finalizing the adoption of the three minors in their home in the coming months.

16. Have foster parents completed the required additional annual training for 12 hours during the first year and 15 hours every year thereafter, as well as CPR, First-Aid and Water Safety certificates (if applicable)? (SAFETY)

The CFPs were out of compliance on renewing their CPR and First Aid requirements which expired on October 2015. The CFPs both took classes to renew their CPR on 1/15/16. This issue has been resolved.

[Type here]

Going forward Seneca has created a spread sheet for all the training dates for CFP so that the Social workers will be able to notify the families of upcoming deadlines.

27. Did the FFA obtain or document efforts to obtain the County worker's authorization to implement the NSP? (WELL-BEING)

Previous attempts by Seneca to get signatures on the NSP by County Social Workers were spaced too far apart.

To implement the NSP in a timely manner, Seneca's procedure will be:

- Email the NSP to the CSW for signature on the first attempt
- Email the NSP to the CSW and the Supervisor for signature the next business day
- Email the NSP to the CSW, the Supervisor and the ARA for signature the following business day

Thank you for your input to our program. We appreciate your assistance in keeping us on track. We look forward to continuing our partnership with Los Angeles DCFS to serve the children of Los Angeles County. Please let us know if there is additional information that you require.

Sincerely,

A handwritten signature in black ink, appearing to read "Sherie Dechter", written in a cursive style.

Sherie Dechter, LCSW
Adoption Program Director